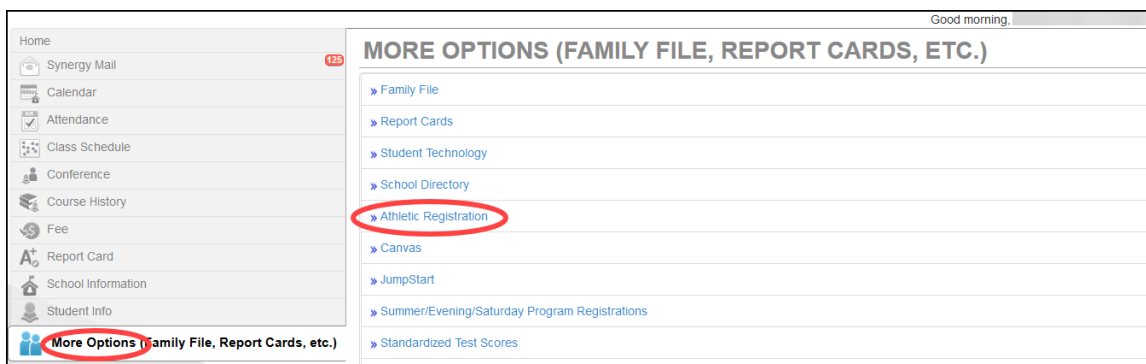


## About High School Athletic Registration

Parents/guardians can now fill out required forms and upload physicals and proof of residency through [HCPSS Connect](#).

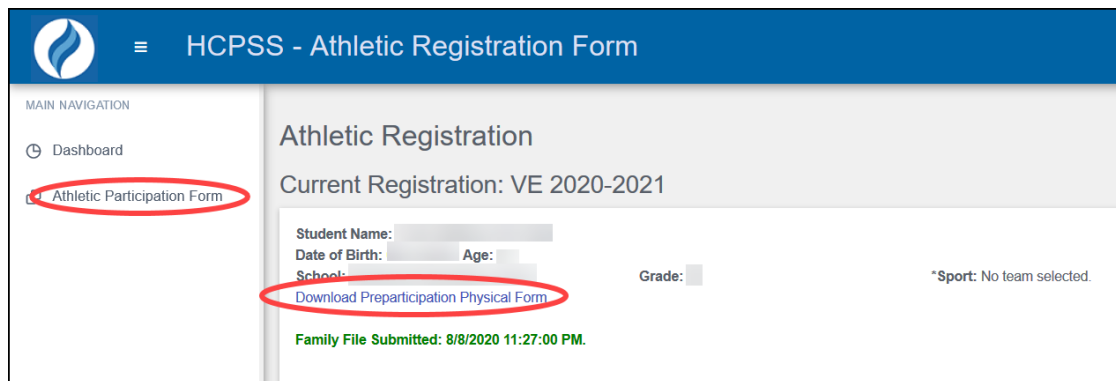
**WARNING:** You must allow popups on your browser for the forms to display.

1. In the left panel, click on **More Options (Family File, Report Cards, etc.)**.



2. Click the **Athletic Registration** link. The Athletic Registration Dashboard displays.

**NOTE:** Click the **Download Preparticipation Physical Form** link to generate a PDF of the Physical Form to print and complete.



3. Click **Athletic Participation** to begin, and read Sections I, II, and III.
4. In **Section IV – Photo Release**, select whether or not you grant permission.
5. In **Section V**, enter your child’s **Insurance Company** and **Policy Number**.
6. Select the **Sport** in which your child wants to participate.
7. Enter your name in the **Parent/Guardian e-Signature** field.
8. Enter your child’s name in the **Student e-Signature** field.
9. Click **Save**.

When you save, you will see the remaining forms and the status of each.

Form Name	Complete	Electronic Signature	Date Signed
Athletic Participation Form	Yes	Mary Smith	6/29/2017 9:16:00 AM
Concussion Information Sheet			
Concussion Testing Program			
Insurance Company/Policy Number	Yes	Mary Smith	6/29/2017 9:16:00 AM
Photo Release	Yes	Mary Smith	6/29/2017 9:16:00 AM
Physical			
Residency Verification			
Sudden Cardiac Arrest Information Sheet			
Student Athletic Participation Form	Yes	John Smith	6/29/2017 9:16:00 AM
Student Concussion Information Sheet			
Student Sudden Cardiac Arrest Information Sheet			

10. Use the links in the left panel to navigate to each form. Click **Save** to save the information and remain on that form or click **Save and Next** to save the information and advance to the next form.

**NOTE:** You will be asked to upload two documents: the completed Physical form and proof of residency. Documents showing proof of residency are a current utility bill (excluding a cell phone bill), or a copy of a lease, rental agreement, or deed of trust. Upload the physical form as one file. These documents can be scanned documents or photos of the document. Acceptable formats are PDF, JPG, and DOC files. If you do not have electronic versions of these documents, take copies of these documents to the school.

- **Concussion Information Sheet** – Read the information provided and enter both your name and your child’s name in the e-Signature fields provided at the bottom of the form.
- **Concussion Testing Program** – Read the information provided and enter your name in the e-Signature field provided.
- **Physical** – Click the Browse button to upload the completed Physical. Acceptable formats are PDF, JPG, and DOC files.
- **Residency Verification** - Click the **Browse** button to upload a copy of your proof of residency documents. Acceptable formats are PDF, JPG, and DOC files
- **Sudden Cardiac Arrest Info** - Read the information provided and enter both your name and your child’s name in the e-Signature fields provided at the bottom of the form.

**NOTE:** When all forms have the **Complete** status of **Yes**, your registration is complete. The school will be able to view your documents.

**NOTE:** Click **Cancel Registration** at any time if the registration should not be considered.